



INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

670514-02

FOR AGENCY USE		1. Agency Address Department of Education Office of Administrative Services Fiscal Services Division Accounting Services Section 1552 Twin Towers East Atlanta, GA 30334	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	141-A
Application Number			Date Received	MAY 14 1987
			Date Completed	OCT 26 1987
2. Person to Contact Virginia Whitfield				
Working Title Supervisor, Child Nutrition Claims Unit				
Telephone Number 404/656-2495				
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 141-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest June 1961 Latest To Date		5. Records Series Title (followed by title used in office, if different) Child Nutrition Claim Reimbursement Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Child Nutrition Claims Unit is responsible for reimbursement of School Food Claims and Child Care Food Program claims to local school food authorities and sponsors or centers in accordance with regulations established by the United States Department of Agriculture.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: reimbursing local school authorities and sponsors or centers for School Food and Child Care Food Program expenditures. Included are: DE Form 107 - System Claims and Requisition for Reimbursement Form, DE Form 106 - School Data Form, EDP Report EDSL0010-R1 - Monthly School Food Service Continuation Sheet, DE Form 0867 - Claim for Reimbursement (Child Care Food Program), DE Form 0857 - Notification of Agreement Approval, Renewal or Change (CCFP), and related correspondence. Also included is DE Form 0937(carbon copy), Statement of Authority/Authorization of Signature for Sponsors of Centers and Family Day Care Homes. File is arranged: Child Care Food Program is arranged alphabetically by sponsor or center; School Food is arranged alphabetically by school system then by school within school system, thereunder chronologically by claim month.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>Daily</u> ; Thirteen to twenty-four months old <u>Daily</u> ; twenty-five months and older <u>Occasionally</u>				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>(5) five</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

		If not, where is it?
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	x	c. Is this a vital record?
	x	d. Does this series have historical or long term research value?
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? <u>DE Form 0937-Original Copy in Child Care Food Program Files</u> If yes, where? <u>DE Form 0857 and 0867-Carbon copies in Child Care Food Program Files</u>
	x	i. Is this series (or a major portion of it) regularly microfilmed?
x		j. Does the record series result in a computer printout? Yes (See Attachment.)

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------|
| a. State Law | _____ years. | d. Audit period | * <u>5</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>8</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
 *per instructions from Terry Brown, State Audit Department during Financial and Program Audit in 1986, these records should be kept for 8 years., In a subsequent conversation (9/1/87) between Mr. Herb Austin and Mr. Russell Kinton, head of the audit section for State agencies, Mr. Kinton stated that a five-year retention would satisfy audit requirements.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Federal Fiscal Year then, (10/1 through 9/30)

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold 4 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Turner</i>	3/7/86	<i>Yickie Oakes</i>	3/7/86
141-A		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>W. H. Smith</i>	9-4-87
		Secretary of State/Designee	Date
		<i>Edward Weldon</i>	10/23/87
		Attorney General/Designee	Date
		<i>James H. ...</i>	9/4/87

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	3 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	9/18/81	<i>Walker L. Baumgardner</i>	9-18-81

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	9-29-81
Secretary of State/Designee	<i>Canoll Hart</i>	9-28-81
Attorney General/Designee	<i>[Signature]</i>	10-19-81

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date May 4, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 23 1972 141 MAY 25 1972	
2. Agency Application No. 72-03		3. AGENCY, Division, Subdivision & Administering Office Address School Food Service Branch, Division of Administrative Services, Office of School Administrative Services, Department of Education, Education Annex, Room 211 Atlanta, Georgia.		4. Person to Contact Mr. Dick Rumbaugh, Jr.	
				5. Working Title Accountant	6. Tel. No. 656-2457
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates Jun 1961 to Date		9. EXACT SERIES TITLE School Lunch Reimbursement Claim Files Claims for Reimbursement Files			
10. What function performed resulted in creation of this series Files accumulated in connection with school systems participating in the School Lunch, School Breakfast, and Special Milk Programs. These programs are operated on a reimbursement concept from the Department of Education. Systems Superintendents receive monthly reports from schools, consolidate and verify participation on a monthly claim and requisition and forward same to the Department of Education for review and approval by the School Food Service Branch. Payment is made on the basis of the unaudited claim immediately after receipt. State Office copy of form GA-SFS-7A plus copies of reports from individual schools are sent to Data Processing for verification and calculation of approved claim amounts. These records provide the back-up data for the reimbursement and adjustments to payments to compensate for errors in the original claims.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series consists of System Claim and Requisition (form GA-SFS-7A), School Claim (form GA-SFS-7), and a system payment voucher. Form GA-SFS-7A is a consolidated form used to request reimbursement from the State. Payments to school systems are based on the System Claim and Requisition (GA-SFS-7A). After final check of the GA-SFA-7, approved claim amounts are recorded in the computer and the claim form is filed as a voucher in the accounting office. Since GA-SFS-7A does not provide detailed school information, GA-SFS-7 is needed. GA-SFS-7 is prepared at school level from daily records and is the basis for the systems' request for funds. System Claim Payment Voucher is used by the School Food Service personnel to document initial reimbursement to the system. Claims for Reimbursement Files are filed chronologically, by school system, by school.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				25 35	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
Records Center			200	By Annual Accumulation This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				0 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published? ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☒ ☐
22. Is the series affected by Federal or grant funds? ☒ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

National School Lunch Act as amended

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER School Year, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s)/ 1 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 3 year(s), then:

a. ☒ Destroy.

b. ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Since Federal Funds are involved and are subject to audit they should be retained for three years if audited and five years if not audited.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Prepared by R. P. Heimerich	Recommended by R. P. Heimerich	Approved for Release E. E. Griffin May 4, 72	Records Management Officer E. E. Griffin May 4, 72
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jack O'Neil</i>	Head of Agency MAY 4 1972
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nelson</i>	Dept. of Audits 5-24-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carollee Hart</i>	Secretary of State Designee 5-22-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Hill</i>	Dept. of Law 5-25-72